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Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: ENVIRONMENTAL COMPLIANCE INSPECTOR I / II

DEFINITION

Under general supervision, to perform sampling and inspection work related to the administration of the City's Industrial Waste Ordinance; to ensure compliance with the National Pollutant Discharge Elimination System (NPDES) Permit for the Municipal Separate Storm Sewer System (MS4) and the Water Quality Management Plant (WQMP) for the Santa Ana region; to enforce the City's Industrial Waste Ordinances, storm water program, sewer collection system; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

Environmental Compliance Inspector I: This is the entry level to the Environmental Compliance Inspection series. Employees work under close to general supervision and perform the more routine and less complex inspection activities. As experience is acquired, they are assigned more complex work and perform with increasing independence. Employees in this class may reasonably expect their positions to be reassigned to the next higher class of Environmental Compliance Inspector II once they are able to perform the full range of duties.

Environmental Compliance Inspector II: This is the journey level class in the Environmental Compliance Inspection series. Positions in this class are normally filled by advancement from the lower class of Environmental Compliance Inspector I, or when filled from the outside, require two years of experience comparable to that of an Environmental Compliance Inspector in the City of Riverside. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class and meet the qualification standards for the class. Work in this class is distinguished from that of an Environmental Compliance Inspector I by the greater complexity of the assignments received and by the greater independence with which an incumbent is expected to operate.

REPORTS TO: Environmental Compliance Supervisor

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Senior Environmental Compliance Inspector. Environmental Compliance Inspector II's may exercise lead direction over the Environmental Compliance Inspector I's.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Prepare correspondence and respond to complaints relating to industrial waste dischargers.
- Maintain records and follow-up on violators.
- Prepare forms, graphs, memos, reports and calculations of industrial, commercial and institutional accounts for sewer service charge review.
- Assist in developing and coordinating training programs.
- Assist in performing office duties related to enforcement, monitoring, inspection and permits/plan check.
- Evaluate industrial waste discharges for compliance with waste discharge regulations.
- Evaluate storm water run-off from industrial and commercial facilities or mobile operations to determine compliance with best management practices.

- Perform a variety of specialized chemical and biological laboratory tests.
- Respond to industrial waste spills and treatment plant upsets.
- Meet with industrial dischargers regarding industrial wastewater problems.
- Set and retrieve monitoring equipment.
- Coordinate and perform the duties related to enforcement, monitoring, inspection, and permits/plan check.

QUALIFICATIONS

Knowledge of:

Environmental Compliance Inspector I:

- The Clean Water Act.
- Chemistry and biology as they relate to industrial wastewater.
- Sampling techniques and flow measurement.
- Desktop and laptop computer operation skills including data base entry.

Environmental Compliance Inspector II:

In addition to the above, knowledge of:

- All aspects of a Federally approved Pretreatment Program.

Ability to:

Environmental Compliance Inspector I:

- Understand and interpret engineering plans and specifications.
- Learn and understand methods, materials, chemicals, equipment, and safety hazards associated with industrial waste inspection.
- Understand and interpret applicable Federal, State, and local environmental rules, regulations, and codes.
- Communicate clearly and concisely, orally and in writing.
- Maintain detailed records that may be used in a court of law.
- Prepare correspondence and reports.
- Conduct required field tests.
- Deal firmly and tactfully with various company officials, consultants, and the general public.
- Work overtime as required.
- Lift heavy manhole covers and ascend and descend tall vertical ladders.

Environmental Compliance Inspector II:

In addition to the above, ability to:

- Perform the entire range of industrial waste inspection activities with a minimum of supervision.

- Act for the Senior Industrial Waste Inspector or Industrial Waste Inspection Supervisor in his/her absence as assigned.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Environmental Compliance Inspector I:

Education: Equivalent to the completion of two years of college (60 semester units or 90 quarter units), with at least two semesters of chemistry, supplemented by additional courses in biology or related sciences. Additional qualifying experience may substitute for the required education on a year-for-year basis.

Experience: One year of experience in the field of industrial waste inspection or a closely related field. A Bachelor's Degree in chemistry, biology, environmental science, or a closely related field may substitute for one year of the required experience.

Environmental Compliance Inspector II:

Education: Equivalent to the completion of two years of college (60 semester units or 90 quarter units), with at least two semesters of chemistry, supplemented by additional courses in biology or related sciences. Additional qualifying experience may substitute for the required education on a year-for-year basis.

Experience: Two years of experience in industrial waste inspection comparable to that of an Industrial Waste Inspector I in the City of Riverside. A Bachelor's Degree in chemistry, biology, environmental science, or a closely related field may substitute for one year of the required experience.

MEDICAL CATEGORY: Group 2

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Possession of a Grade II Industrial Waste Inspection Certificate issued by the California Water Pollution Control Association is required at the Industrial Waste Inspector II level.

Possession of a Grade I Environmental Compliance Inspector Certificate issued by the California Water Environment Association must be obtained within 18 months from date of appointment.

Ability to obtain proof of completion of Pretreatment Facility Inspection course work from California State University Sacramento, with 90% grade average within 12 months from date of appointment.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Environmental Compliance Inspector I

TO: Environmental Compliance Inspector II

TO: Senior Environmental Compliance Inspector